

ATTACHMENT 2

Technical Proposal Preparation Instructions

1. The technical proposal shall enable engineering personnel to make a thorough evaluation and a sound determination as to whether or not the product proposed meets the requirements of the specifications. The technical proposal shall not include process or pricing information. Statements paraphrasing the specification or parts thereof are considered inadequate. Phrases such as “standard procedures will be employed” or “well-known techniques will be used” or “the offeror concurs” are also inadequate. It is realized that all of the technical factors cannot be detailed in advance, but the technical proposal must be sufficient to show how the offeror’s approach will comply with the specifications, including explanations of the techniques and the procedures in the proposed approach. Elaborate format, binders, and “prettiness” are neither necessary nor desired. Clarity and completeness of technical approach are important. Data previously submitted, if any, may not be considered; hence, such data should not be relied upon or incorporated as reference in the technical proposal.
2. Offerors are furthered advised to submit proposals that are fully and clearly acceptable without additional explanation or information. In other words, the technical proposal, as submitted, must stand alone as the only communication of the proposed approach. Offerors shall comply with the following requirements in preparing their proposals:
 - a. Typing Specifications:
 - i. Typed on white paper, 8.5” x 11” (charts and drawings are excluded from this requirement), use both sides of each sheet, each side will be considered one page.
 - ii. 1.5 spacing between typed lines
 - iii. Double line spacing between paragraphs.
 - iv. Type size no smaller than 12 point. Photo reduction of text is not permitted.
 - v. One inch margins on all sides of each typed page.
 - b. Page Limitation:
 - i. The total technical proposal, including all parts, shall not exceed 40 pages.
 - ii. No attachments to the proposal shall be submitted.
 - iii. A complete proposal submission package will consist of 5 copies.
 - iv. Drawings shall not exceed 11” x 17”.

3. The technical proposal shall include at least the following:
 - a. Design Summary: Present in this section your proposed system design that complies with the requirements of the specification along with the rationale to support its use.
 - b. Performance: Discuss in this section how the performance requirements will be met.
 - c. Schedule: Include a proposed Master Program Schedule that specifies the design, Preliminary Design Review (PDR) and Critical Design Review (CDR), fabrication, performance testing, delivery, and acceptance testing of the heater safety systems.
 - d. Past Performance: This section must include a list of related projects and programs that clearly demonstrate your ability to design, fabricate, and deliver the required products. Describe the past performance in relation to the specifications of this solicitation. For each past project or program listed, complete the attached Past Performance Questionnaire.